

DUTY STATEMENT

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| ORGANIZATION (DIVISION/REGION/BOARD) SF Bay Water Board | UNIT Exec | POSITION # 880-120-5393-708 | DATE November 30, 2021 |
| NAME OF EMPLOYEE (IF APPLICABLE) VACANT | | | |
| CURRENT CLASSIFICATION Associate Governmental Program Analyst | | PROPOSED CLASSIFICATION (IF APPLICABLE) | |
| NAME OF SUPERVISOR Michael Montgomery | | | |
| CURRENT CLASSIFICATION OF SUPERVISOR Executive Officer | | REVIEWED AND APPROVED BY SIGNATURE | |
| SUPERVISION EXERCISED (IF APPLICABLE) | | | |
| 1. DIRECTLY SUPERVISED | | 2. INDIRECTLY SUPERVISED | |
| NO. OF EMPLOYEES | CLASS TITLE | NO. OF EMPLOYEES | CLASS TITLE |
| N/A | | N/A | |
| DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED. | | | |
| % OF TIME | DUTIES | | |
| 25% | <p>Under the direction of the Executive Officer, and consistent with good customer service practices and goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and to solicit and consider internal and external customer input when completing work assignments. The incumbent shall work cooperatively with local, State, and Federal agencies. The incumbent shall independently work a variety of difficult and complex functions requiring initiative and good judgement and provide assistance and support to the Executive Officer (EO), the Assistant Executive Officers (AEOs), and the seven Regional Water Board members appointed by the Governor. Specific responsibilities are as follows:</p> <p>Work collaboratively in groups internally and with external stakeholders to develop procedural recommendations for projects or issues related to their expertise and assignments. Communicate interpersonally, in writing, and make presentations. This may include collaborating and communicating with racially, ethnically, and culturally diverse groups and people, and addressing Environmental Justice and Racial Equity according to best practices of the State Water Board's Office of Public Participation. Conduct these forms of communication routinely via email, Board reports, public notices, project correspondence and/or in meetings with peers, supervisors, executive officers, and external stakeholders. Routinely provide status of tasks or projects, share technical or regulatory information, seek input, or facilitate and support decisions. Serve as the External Communication Liaison by responding verbally and by written correspondence to inquiries from the general public, stakeholders, governor's office, and local municipalities regarding general information, issues related to items proposed for Board consideration, recruitment, public meeting participation, etc. Design and coordinate public meetings and workshops for high priority projects and Board items. Develop and maintain Fact Sheets for routine inquiries and publication. Manage and maintain Water Board presence on social media platforms by tracking water quality achievements; meeting milestones; and planning or attending events, notable Board meetings and Board member activities, and notable events and announcements by partner organizations. Review and analyze website content and structure to make it user-friendly and accessible per State Water Board requirements to comply with the Americans with Disabilities Act (ADA). Streamline document flow by identifying inconsistencies in the review and submittal process, evaluating the efficiency and effectiveness of current templates/forms, and developing revised templates/forms. Work closely with responsible staff to update and maintain relevant public information on the website.</p> | | |

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| 25% | Develop and manage a system to track and report progress towards meeting performance targets and a system to track and report status of high priority assignments, such as development of regional permits, establishment of climate change policies, and approval of multi-benefit wetland and flood protection projects. Meet regularly with program/project managers and/or teams. Exercise project management skills by establishing, adapting, and meeting milestones and completion dates for assigned tasks and projects. Prepare written analysis quarterly of performance to identify problems, analyze results, and make recommendations for improvements to Executive management. Coordinate efforts to respond to State Board requests regarding budgets, BCPs, bill analyses, accomplishments, etc. Conduct research to retrieve and compile information and data. Analyze collected information and data and prepare summaries of findings. |
| 25% | Maintain the EO's calendar, set the agenda for and attend weekly Managers Meetings, manage and prioritize the EO's communications with external stakeholders, and facilitate and coordinate external meetings for Executive management. Make travel, lodging, and meal arrangements for Executive management and the seven Regional Water Board members and prepare travel expense claims for them. Request Board Members' stipend compensation and maintain accurate compensation records. Coordinate meetings and trainings for Board Members. Develop and maintain monthly and annual Board activity calendars for posting on the Intranet. Facilitate all non-technical aspects of the monthly Board Meetings including coordinating with court reporters, videographers, and Department of General Services building staff; preparing templates for EO Reports and minutes; and ensuring all various logistics have been arranged. Provide quality control of all Board preparation activities by reviewing and editing material for format, content, and grammar consistent with house style-guide. Submit final agenda to the Office of Public Participation for translation, and to the Division of Information Technology (DIT) for web posting. Verify all adopted orders, minutes, and Executive Officer Reports are ADA compliant before providing to Executive management for signature and to DIT for web posting. |
| 20% | Consistently analyze and recommend changes to improve overall workflow efficiency and effective communication. Research, analyze, and recommend solutions on program-related issues to determine opportunities for program improvement, prepare program reports, and prepare expenditure reports/projections for personnel resource management and to respond to funding drills set forth by control agencies. Assist Division Chiefs to develop and modify policies and procedures to improve the functions and responsibilities of the six divisions and achieve program performance targets. Analyze, evaluate, and develop office processes for better efficiency when interacting with the EO and the AEOs. Monitor, review, edit and track documents for review and signatures of the EO and AEOs. |
| 5% | Perform other duties as required. |
| Employee Signature: _____ Date Signed: _____ | |